



**VACANCY ANNOUNCEMENT
U.S. Department of State**

Announcement No. ST-FN-16-10

OPEN TO: All Interested Candidates

POSITION: **POLITICAL SPECIALIST, FSN-10/FP-5**

OPENING DATE: May 13, 2010

CLOSING DATE: May 27, 2010

WORK HOURS: Full time: 40 hours/week

SALARY: For salary information, contact the HR office

Budget constraints do not allow post to honor highest previous rate (HPR) requests. Hiring offers will be made at the step 1 level. EFMs who are currently employed at post and who have applied for another position within the Mission will be considered for HPR pending review of qualifications by the Bureau.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tegucigalpa, Honduras is seeking an individual for the Political Specialist position in the Political Section.

BASIC FUNCTION OF POSITION:

The incumbent analyzes and reports on Honduran political developments, including political/military issues, foreign policy, labor issues, and human rights; advises on the implications of developments in these areas for USG policy objectives. Obtains information from a variety of sources and maintains a wide range of senior-level contacts throughout the Government of Honduras, Congress, political parties, and Non Governmental Organizations (NGO). Briefs officers, judging which events are significant and why, and prepares analytical reports on significant events. Represents Embassy at events such as political party meetings, legislative sessions, NGO conferences, and reports on significant developments. Drafts diplomatic notes and official correspondence in Spanish and in English. Translates correspondence, reports, speeches, and other documents. Provides Spanish/English interpretation on the full range of Political Section activities, including sensitive bilateral issues. Prepares background and/or biographic information to be used in briefing Ambassador, Deputy Chief of Mission, and official visitors or in reporting, and assists in setting up high-level Embassy meetings and receptions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Bachelor's degree in political science, international relations, history, law, or other related field is required.

EXPERIENCE: From five to seven years of progressively responsible experience in politics, political analysis (academic, NGO, or media), law, or a related field is required.

LANGUAGE: Level IV (fluent) in English and Spanish is required. This will be tested.

KNOWLEDGE: A thorough knowledge of Honduran political institutions, structure, political parties and system, and historical development.

SKILLS AND ABILITIES: Ability to maintain good working relationships with senior-level Honduran contacts and Embassy personnel (American and Honduran); interpret Honduran political developments; understand USG policy objectives; and draft well in Spanish and English. Must be knowledgeable in use of key computer applications such as MS Word, Outlook, and Internet Explorer. Knowledge of Access or Excel a plus.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Current Ordinarily Resident employees (OR) who have not worked in their present position for more than one (1) year are ineligible to apply.

7. All candidates for employment with the US Mission must pass a background/security investigation and a medical clearance. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary clearances.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Martha Núñez
Telephone: 236-9320 Ext. 4518
Fax: 221-4002

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: NunezMA@state.gov

DEFINITIONS:

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see below) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: MAY 27, 2010

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov> FOR ADDITIONAL EMPLOYMENT OPPORTUNITIES
